



Los Altos Police
1 N. San Antonio Road
Los Altos, CA 94022

Clearance Letter Application



(650) 947-2770



(650) 947-2704



Records@losaltosca.gov

Date:

A Clearance Letter is provided for the following situations:

If you require a visa to travel outside the US for employment, school, church or adoption purposes or if you have a letter from US CIS specifying your fingerprints were rejected and that you need a police clearance letter.

Clearance letters are processed within 3-5 days, sealed and handed to you. **If your letter is required to be notarized the arrangements are your responsibility.** When a local search determines a criminal record exists, the letter is processed and mailed directly to the consulate, embassy or agency requiring this information.

Note: The \$31.00 Clearance Letter Application fee is due upon submission and is non-refundable.

Section 1: Applicant Information

Full Name:
(First) (Middle) (Last)

Los Altos Address:

Dates Resided in Los Altos:
(Month/Year) (Month/Year)

Current Address:

Date of Birth: Drivers License/Passport:

Daytime Phone: Email:

Section 2:

How many original Clearance Letters are needed? **Note:** There is no fee for copy of your original

Notary? **Note:** Each original letter with notary will be an additional fee

Section 3:

Please provide the address of the Consulate or Embassy the letter needs to be mailed. In cases when the letter needs to be sent in care of another agency both addresses must be provided:

Address Info:

Other Address:

Office use only below this line

Date Application Received

Received by: Name/Department